

Alternative Methods of Instruction (AMI)  
2019 – 2020 Guidance Document

Districts may submit an application for approval of an Alternative Methods of Instruction (AMI) plan for emergency or exceptional circumstances such as a contagious disease outbreak, inclement weather, or utility outage, that prevent students from physical attending school on campus. The following prompts are provided to assist districts in developing an AMI plan. The goal of the AMI plan should be to strengthen and reinforce instructional content while supporting student learning outside the classroom environment. Effective plans address the involvement of all stakeholders including teacher, students, and parents. While not requested as part of the AMI application, the district shall determine the role and responsibilities for personnel (certified and classified staff) on an AMI day.

The ADE will use the following guidance to review each plan:

**A. If school is canceled due to an emergency or exceptional circumstance such as a contagious disease outbreak, inclement weather , or utility outage; explain the process by which the district shall determine if the school closure will be an AMI or make-up day.** Ballgames or other school events, lack of substitutes, or lack of bus drivers do not qualify as an exceptional circumstance.

- Describe the process to determine if the school closure meets the requirements for use of an AMI day or if the day will be a make-up day. Please be specific about how the decision will be made. District may use a chart to indicate how the decision will be made:

School Closure Decision Chart	
Indicators to determine the use of AMI day.	Indicators to determine a make-up day.

- Consider the number of days missed for emergency or exceptional circumstances in the previous school years to create your district and school AMI plans.
- Consider the number of AMI days designated both consecutively and throughout the year. Districts are discouraged, especially in younger grades, from having more than two to three (2-3) AMI days per week.
- All AMI days should be pre-planned and thoroughly communicated with all stakeholders.

**B. Provide a description of the AMI assignments and materials used at each school within the district to effectively facilitate teaching and support learning for the benefit of the students. AMI Packets must be available on-line or have been sent home prior to designation of an AMI Day.**

- Describe the instructional plan to support both effective teaching and student learning.
- Assignments should be content and course relevant and be of educational value to the student.
- AMI assignments should be innovative engaging assignments for students and families (not meant to be 6 hours of seat work).
- AMI Packets must be available on-line or have been sent home prior to designation of an AMI Day.
- Describe how the school or district will monitor and approve AMI assignments for appropriateness.
- Assignments should be differentiated for students based on grade level, instructional needs, and educational plans.

Example of effective AMI assignments:

- Integration of several subjects into an assignment pertaining to a snow day (measuring snow, melting predictions, graphing, journaling, reading about snow or blizzards).
- Students used their daily online platform for assignments and access to web based instruction is available (Canvas, Summit, etc.).
- All students in primary grades received a pre-assigned book with age appropriate activities linked to the story.
- Math games and activities that review and reinforce previously learned skills.
- Application activities of course objectives that can be documented through products (hands on applications, common laboratory experiences, project based activities).

**C. Describe how student attendance will be determined for an approved AMI day.**

- Establish a clear plan to determine attendance for students who participated in the AMI.
- All attendance should be determined and reported within 5 days of the declared AMI day.
- Attendance should be linked to the completion of lessons and activities.

**D. Describe how the district will ensure implementation of Individual Education Programs (IEPs) for students with disabilities on AMI days.**

- Describe how AMI days will be addressed in the IEP.
- Describe how the district will involve the special education teacher in the provision of special education services during AMI days to meet the individual needs of each child.
- Describe how accommodations will be provided on AMI days (e.g. oral directions).
- Describe how related services will be addressed.

**E. Describe how the district will communicate with parents and students the purpose and expectations for an AMI day. Please include the link to the website or social media where the information will be posted.**

- Describe the communication plan to inform students and parents of the expectations if an AMI day is used. Consider timeline for notification, variety of communication tools, access to current information and instructions.
- Once the district has determined that a school closure will be an AMI day, describe how the district will communicate the purpose for the closure and the expectation for the AMI day to parents, students, and faculty. Please include the link to the website or social media where the information will be posted.

**Submission Instructions:**

- Complete the AMI Application for the current year to submit the details of your plan.
- E-mail completed applications to [ade.amiapplication@arkansas.gov](mailto:ade.amiapplication@arkansas.gov).
- The deadline for applications to be submitted is September 15<sup>th</sup>.
- Applications will be reviewed in the order they are received.
- Incomplete or partial applications will not be reviewed.
- Notification of status will be sent via e-mail to the superintendent at the address provided on the application.
- Approval is granted for the current school year only. Applications must be renewed annually.